



Setti D. Warren
Mayor

Purchasing Department

Nicholas Read ☎ *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

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City of Newton Procurement Policy for Community Preservation Program Grants to Private Organizations

A private organization that receives a project grant of Community Preservation Act funds through the City of Newton is required to comply with this Policy when purchasing supplies or services for the project, whether those purchases are made with CPA funds and/or with matching funds from another source. The Policy ensures that materials and services for such projects are procured in a way that is open (opportunity open to all), fair (no one bidder has an advantage over any other bidder), and efficient (paying no more than is necessary).

Private organizations that receive CPA funds are not strictly speaking subject to Massachusetts procurement laws.¹ However, this Policy is consistent with both the City's own procurement ordinance² and with the process used by the Massachusetts Historical Commission (MHC), which requires private projects receiving MHC funds to meet basic requirements similar to those in the Massachusetts Uniform Procurement Act (Massachusetts General Laws, Chapter 30B).³ The table below reflects these requirements, which differ based on the estimated dollar amount of the project.

Recipients of Newton CPA funds may propose the specific method or methods they will use to meet or request exceptions to this Policy, but the City's Purchasing Department must approve proposed methods or exceptions prior to any release of CPA grant funds. Contact:

Purchasing Department, City of Newton
telephone: 617.796.1220, email: purchasing@newtonma.gov

ESTIMATED PROJECT COST		
0-\$2,999	\$3,000-\$24,999	\$25,000 AND ABOVE
<p>Sound business practices: Grantee submits proposed source, along with price comparisons (from websites, catalogs, etc.), to the Purchasing Dept., which approves the purchase in advance.</p> <p>Purchases over \$1,000 are also approved by the City's Chief Financial Officer.</p>	<p>Grantee submits at least three written quotes and a completed City Quote Summary Sheet to the Purchasing Dept. [M.G.L. c. 30B, §4].</p>	<p>Grantee solicits competitive sealed bids for submission directly to the Purchasing Dept. and completes a City Comparison of Bids form [M.G.L. c. 30B, §5].</p>
<p>City Purchasing Dept. and Chief Financial Officer approve: (1) the choice of the lowest responsive and responsible quote or bid; (2) contracts with bidders (required for purchases over \$5,000), and (3) contract amendments (change orders, extensions, etc.).</p>		
<p>Grant agreements: CPA funding for private grantees is governed by project-specific grant agreements, which are prepared and extended or amended as necessary over time by the City Law Dept. Under these agreements, funds are released on a reimbursement basis: the grantee documents the cost of eligible goods or services purchased, then requests reimbursement through the City department administering the grant.</p>		

¹ Community Preservation Coalition, "Do The State's Procurement Laws Apply to CPA Projects?" (8/08), www.communitypreservation.org/enews/Procurement_JP.htm

² Newton Ordinances (2012), §2.193.

³ Appendix E in the instructions for Round 19 of Massachusetts Preservation Projects Fund grants (3/8/13), www.sec.state.ma.us/mhc/mhcmppf/mppfidx.htm